#### **2017 ADSSP Grants Orientation**

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#### Agenda

- Welcome and Introductions
- Brief Grant Project Presentation (2-3 minutes each)
- Overview of Cooperative Agreement
- Review of Project Planning Phase
- Reporting Requirements
- Questions and Discussion

#### Cooperative Agreement

A Cooperative Agreement provides for the substantial involvement and collaboration of AoA/ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

### **Project Planning Phase**

During the planning phase, the grantee develops a revised work plan, based on the work plan contained in the original application, that will accomplish the grant's goals and objectives.

In addition, the grantee develops a detailed evaluation plan based on the revised work plan.

During the planning phase, a grantee may access up to 15% of their federal funds.

The revised work plan and evaluation plan must be formally approved in GrantSolutions by an ACL Project Officer in order for a grantee to move to the Implementation Phase.

## **Project Planning Resources**

Work plan and evaluation plan resources at <a href="https://nadrc.acl.gov/node/91">https://nadrc.acl.gov/node/91</a>:

- Webinar
- Work plan templates (Excel and Word)
- Work plan tips
- Sample work plan
- Evaluation plan templates (Excel and Word)
- Sample evaluation plan

## **IMPORTANT:**

Data reported needs to be cumulative from the beginning of the grant, not specific to the reporting period

## Reporting Requirements

- 1. Semi-Annual and Final Reports
  - Direct services provided
  - OMB Demographic Data Reporting
    - https://nadrc.acl.gov/node/106)
  - Narrative Report
    - https://www.acl.gov/sites/default/files/grants/ACL-PPR-Instructions-OMB-Exp.pdf

#### 2. SF-425 Financial report

- A calendar of due dates will be provided
- Submit through GrantSolutions, unless otherwise noted
- For questions, ask project officer and Resource Center staff

## PWD and CG Persons Served Data Reporting

#### **Total Served**

- Age
- Gender
- Geographic Location
- Ethnicity
- Race
- Minority Status
- Military Status
- Relationship to Caregiver (person with dementia only)
- Living Arrangement (person with dementia only)

# Age, Gender, Geographic Location

		I	
Grantee name			
Grant ID			
Reporting period (start date - end date)			
Report submission date			
ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
	PWD	Caregiver	Total
TOTAL SERVED			0
Age			
Under 60			0
60+			0
Age missing			0
Gender			
Female			0
Male			0
Gender missing			0
Geographic location			
Urban			0
Rural			0
Geographic location missing			0

## Ethnicity, Race, Minority Status

	PWD	Caregiver	Total
TOTAL SERVED			0
Ethnicity			
Hispanic or Latino			0
Not Hispanic or Latino			0
Ethnicity missing			0
Race			
American Indian or Alaskan Native			0
Asian or Asian American			0
Black or African American			0
Native Hawaiian or other Pacific Islander			0
White			0
Race missing			0
Minority Status			
Minority			0
Not minority			0
Minority status missing			0

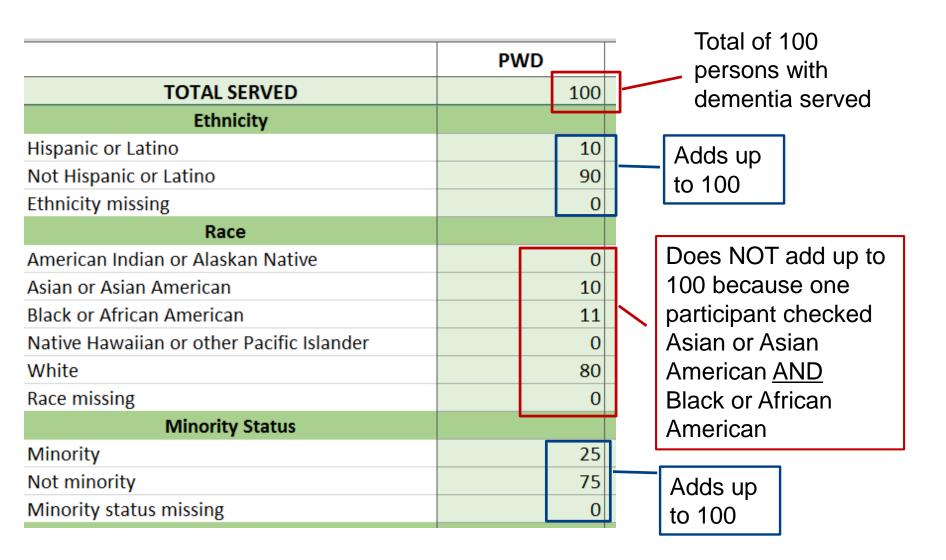
To be determined by project staff, not participant

## Example: Participant who checks more than one race

	PWD	Caregiver	Total
TOTAL SERVED	1		1
Ethnicity			
Hispanic or Latino	0		0
Not Hispanic or Latino	1		1
Ethnicity missing	0		0
Race			
American Indian or Alaskan Native	0		0
Asian or Asian American	1		1
Black or African American	1		1
Native Hawaiian or other Pacific Islander	0		0
White	0		0
Race missing	0		0
Minority Status			
Minority	1		1
Not minority	0		0
Minority status missing	0		0

For illustration purposes only; in practice this worksheet will show aggregate data

## Example: Aggregate data with multiracial participant



## Military Status, Relationship to Caregiver, Living Arrangement

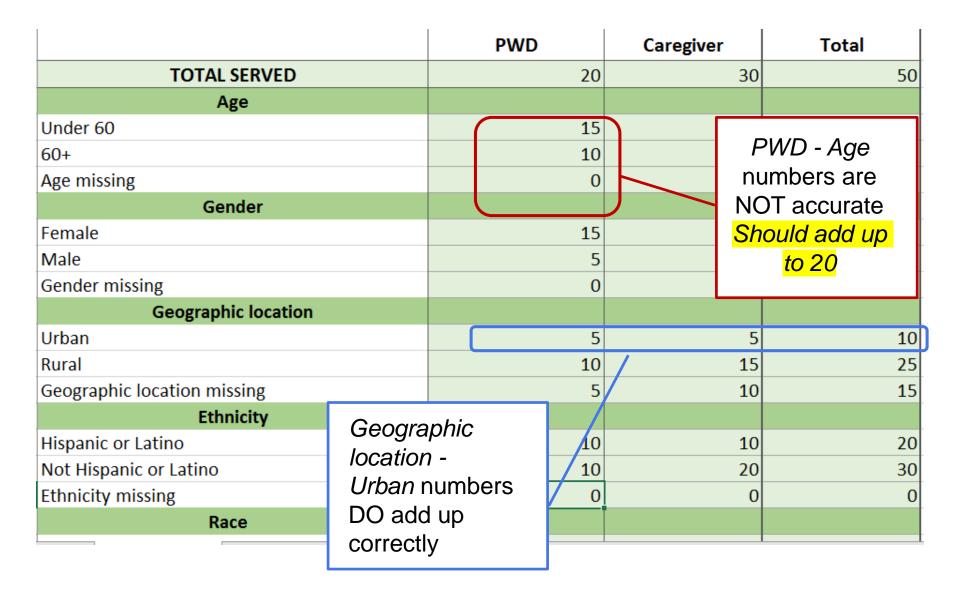
	PWD	Caregiver	Total
TOTAL SERVED			0
Military Status			
Served in the military			0
Has not served in the military			0
Military status missing			0
Relationship to caregiver			
Spouse or partner			0
Parent			0
Other caregiver			0
No caregiver			0
Relationship Missing			0
Living arrangement			
Lives alone, has an identified caregiver			0
Lives alone, no identified caregiver			0
Does not live alone			0
Living arrangement missing			0

#### Review Data for Inaccuracies

The following slide provides an example of accurate and inaccurate data reporting.

Without accurate data, the National Alzheimer's and Dementia Resource Center is not able to report on the persons served for that grant or include the data in the annual aggregate report to ACL/AoA.

#### How to Check for Inaccurate Data



#### **Professionals Trained**

#### Report total number trained in each category:

- Information and referral providers, options counselors
- Case managers, care coordinators, discharge planners
- Direct care workers (certified nursing assistants, personal care attendants, companions)
- Healthcare providers (physicians, nurse practitioners, nurses)
- Health educators, interventionists
- First responders
- Clergy, other members of faith community
- Legal professionals
- Community businesses (banks, retail stores, pharmacies, cafés)
- Other

## **Professionals Trained**

1	Grantee	0		
2	Grant ID	0		
3	Reporting period (start date - end date)	0		
4	Report submission date	0		
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
6			Number of persons trained	
7	PERSONS TRAINEI	D		
8	8 Information and referral providers, options counselors			
9	9 Case managers, care coordinators, discharge planners			
	Direct care workers (certified nursing assistar	nts, personal care		
10	attendants, companions)			
11	Health care providers (physicians, nurse prac	titioners, nurses)		
	Health educators, interventionists (providing	training to PWD or		
12	caregivers)			
13	First responders			
14	Clergy, other members of faith community			
15	Legal professionals			
16	Community businesses (banks, retail stores,	pharmacies, cafes, etc)		
17	Other			

## ADSSP Expenditures and Direct Services Requirement

#### ADSSP grants are required to provide:

- 25% match in Year 1
- 35% match in Year 2
- 45% match in Year 3 and subsequent years

Grantees are required to expend not less than 50% of grant funds on the provision of direct services.

Grantees are required to expend no more than 10% of grant funds on administrative expenses.

# Services & Expenditures

1	Grantee	0			
2	Grant ID	0			
3	Reporting period (start date - end date)	0			
4	Report submission date	0			
5	ALL LIGH	GHT GREEN CELLS SHOULD BE COMPLETED			
6	Services & Expenditures	Total Units of Direct Service Delivered	Percentage of Funds Spent on Direct Service Expenses	Percentage of Funds Spent on Administrative Expenses	
7					
8	ADSSP grants: It is a statutory requirement that at least 50% of grant funds be spent on direct service costs and that no more than 10% of funds be spent on administrative costs.  ADI grants: It is required that at least 30% of the first year budget, 40% of the second year budget, and 50% of				
9	the third year budget be spent on direct service costs.				
	If your project has not met these requirements by the end of this reporting period (reflected in the				
	numbers above), please describe in the box to the right why the project has not met these requirements and confirm that the project will meet these				
10	requirements by the end of the grant.				

## Submitting Data

#### **IMPORTANT:**

Data must be submitted as an Excel file.

NO PDF files please!

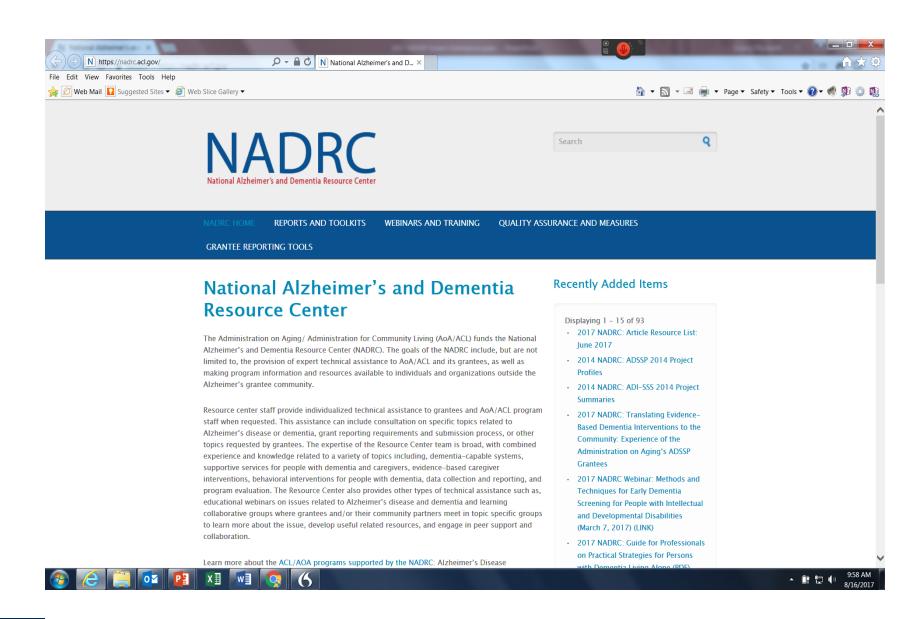
#### Webinars

- Grantees participate in NADRC facilitated technical assistance webinars
- Archive of past webinars is available on the NADRC website: <a href="https://nadrc.acl.gov/guides-and-presentations">https://nadrc.acl.gov/guides-and-presentations</a>

### Cluster Meetings

- Periodically, grantees from the same state will have a conference call to discuss their various projects.
- The purpose of these calls is to ensure grantees are aware of other resources for people with dementia and their caregivers in their states and that grantees are not duplicating efforts in the same geographic area.
- The Resource Center will work with the grantees to set up these quarterly calls.

### Find Resource Center Materials at nadrc.acl.gov



#### For More Information

Contact your assigned TA liaison through the National Alzheimer's and Dementia Resource Center and ACL Project Officer.

#### **Questions and Discussion**

# Questions and Discussion